

AREA 725	DIVISION Coastal	NUMBER 725-01-09
EVALUATED BY A.R. Porta, #15257		DATE 01/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW SEAN MCRAE DATE 01/28/2009
1. FIELD OFFICER REPORTS		EVALUATED 01/05/2009	ACTION REQUIRED NO CORRECTED

a. Are there guidelines for the review of Field Officer Reports? ☒ Yes ☐ No

(1) Are supervisors informed/aware of deficiencies? ☒ Yes ☐ No

(2) Are review levels appropriate? ☒ Yes ☐ No

(a) Is the amount of time spent reviewing documents in balance with the need for document accuracy? ☒ Yes ☐ No

b. Processing and flow appropriate? ☒ Yes ☐ No

(1) Is the flow of office paperwork efficient? ☒ Yes ☐ No

(a) Is the office filing system clear to supervisors? ☒ Yes ☐ No

(b) Is there a proper system for re-filing documents? ☒ Yes ☐ No

(2) Is there an organized system for submission of reports by officers? ☒ Yes ☐ No

(a) Is there an efficient system for handling incomplete reports? ☒ Yes ☐ No

(b) Are officers performing tasks which are more appropriately handled by clerical personnel? ☐ Yes ☒ No

c. Are traffic collision reports carefully reviewed? ☒ Yes ☐ No

(1) Who is assigned review responsibility? **Officer E. Elias, #15998**

(a) Are review standards appropriate? ☒ Yes ☐ No

(b) Is coding proper? Is there an inordinate percentage of causes coded as unknown, other than driver, or other improper driving? ☒ Yes ☐ No

(2) Are procedures in place to ensure issuance of CHP 170, Notice to Victims of Violent Crimes? ☒ Yes ☐ No

(3) What is the percentage of investigations that result in enforcement action? **15% to 20%**

(a) Are controls on accident investigation-related citations appropriate? ☒ Yes ☐ No

(b) General acceptance by the court and district attorney? ☒ Yes ☐ No

(4) Procedures for sale of report/photographs clearly understood by office personnel? ☒ Yes ☐ No

(a) Are copies of HPM 110.5, Collision Investigation Manual, revised as required? ☒ Yes ☐ No

(b) Is there a clear understanding of "party of interest" as related to the sale of investigation reports? ☒ Yes ☐ No

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453L (Rev. 5-06) OPI 009

d. Do employees have a clear understanding of when CHP 268, Potential Civil Litigation Report, is required? ☒ Yes ☐ No

(1) Are incidents adequately investigated/reported? ☒ Yes ☐ No

(2) Is the form reviewed/signed by the supervisor and commander? ☒ Yes ☐ No

(3) Is there a proper distribution of the completed form? ☒ Yes ☐ No

e. Who reviews arrest reports, CHP 202s, Driving Under the Influence Arrest-Investigation Report, and CHP 216s, Arrest-Investigation Report? **Area Sergeants**

(1) Does the quality of review ensure acceptance by the court and district attorney? ☒ Yes ☐ No

(2) How are necessary corrections handled? **Correction forms are attached to reports, and the reports are redistributed to the Officers during their next assigned shift.**

f. Who reviews enforcement documents? **Sergeants and Clerical personnel**

(1) Are accountability procedures for CHP 215s, Notice to Appear, effective? ☒ Yes ☐ No

(2) Are books checked out in numerical order? ☒ Yes ☐ No

(3) Who is responsible for the assignment log for CHP 215s, Notice to Appear? **OA A. Telly**

(4) Do employees understand policy as it relates to dismissal and voiding of enforcement documents? ☒ Yes ☐ No

(5) Is there a bulletin board for employee association items? ☒ Yes ☐ No

(a) Are proper procedures followed? ☒ Yes ☐ No

g. Who reviews activity reports? **Area Sergeants and OA C. Cordova**

(1) Are CHP 415s, Daily Field Record, legible? ☒ Yes ☐ No

(2) Accurate? ☒ Yes ☐ No

(3) Are comparison evaluations done with enforcement documents and accident investigations? ☒ Yes ☐ No

2. TIMEKEEPINGEVALUATED
01-05-2009ACTION REQUIRED
NO

CORRECTED

a. Is the error level for CHP 415s, Daily Field Record, within reasonable limits? ☒ Yes ☐ No

(1) What are the causes of the errors? **Occasionally, improper beat codes are used, RDO's are not projected, required overtime justification notes are not made, and some 415's miss required cut-off dates.**

(2) What corrections are needed? **Area sergeants will continue to remind officers about 415 procedures and error trends. Also, Sergeants will monitor 415 MIS printouts to identify Officers who have neglected to turn in 415's as cut-off dates near.**

(3) Who is responsible for entering timekeeping information into MIS? **CARS A415 system is utilized/Monitored by Area Sergeants.**

(a) Has anyone else been cross-trained for this function? ☒ Yes ☐ No

b. Is the error level for CHP 71s, Attendance Report, acceptable? ☒ Yes ☐ No

(1) How often during the past year has Personnel Services Section notified Area of a needed correction? **None**

(2) What method is used for employees to record their own timekeeping during the month? **CHP 71**

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(a) Who reviews CHP 71s, Attendance Report, for accuracy? OSS I R. Schmit

(b) Is anyone cross-trained for this function?

☒ Yes ☐ No

3. ADMINISTRATIVE REPORTS

EVALUATED
01-05-2009

ACTION REQUIRED
NO

CORRECTED

a. Is a system in place for collecting required data and ensuring reports are submitted by reporting deadlines?

☒ Yes ☐ No

b. Who is responsible for meeting report deadlines? Commander, Administrative Sergeant, OSS I

c. Is a suspense system in place to facilitate completion prior to due date?

☒ Yes ☐ No

4. LOCAL FORMS

EVALUATED
01-05-2009

ACTION REQUIRED
NO

CORRECTED

a. Are forms limited to necessary repetitive, routine office functions which are unique to the Area?

☒ Yes ☐ No

b. Is the collected information necessary for improved efficiency and effectiveness?

☒ Yes ☐ No

c. Could forms be adopted for Department-wide use?

☐ Yes ☒ No

d. Is the supply adequate?

☒ Yes ☐ No

e. Is a local forms log maintained by Area?

☒ Yes ☐ No

f. How are local forms reproduced (locally vs. Headquarters)? Locally/ Copy Machine.

g. Are local forms sent to Headquarters as per policy?

☒ Yes ☐ No

h. Are forms properly numbered?

☒ Yes ☐ No

See Attachment.

SUMMARY:

On January 5, 2009, an informal evaluation of the "Forms and Reports" process was conducted at the Hollister-Gilroy Area. In general, the Hollister-Gilroy Area consistently processes required forms and reports in a timely fashion, and adheres to established Departmental guidelines.

Recently, in an effort to better track and respond to Accident Reporting timelines, the Hollister-Gilroy Area implemented a new report tracking form for all probationary officers. Due to recent rapid transfer at the Officer level, probationary Officers have been identified by the Area as requiring additional oversight to ensure the timely submission of reports to comply with the 8 business day standard. This form requires that a checklist be completed prior to the report being turned over to Accident Review Officer for examination. In addition, this internal form assists the Area Sergeants with identifying those employees who may need additional direction with regard to timely completion and overall quality of Accident Reports completed in an employee's first year.

The Hollister-Gilroy Area continues to utilize a weekly "hit list" which is generated by the Accident Investigation Review Officer and identifies those officers with tardy Accident Reports. The list is then used by the Area Sergeants to address any late reports, and allows for additional corrective action to be taken by a supervisor. This process will ensure that identified late reports are completed and available to the public as soon as practicable.

The Hollister-Gilroy Area continually evaluates all processes relating to Forms and Reports. Ultimately, the Area continues to look inward for any opportunity to streamline these processes where increased productivity and/or better service to the public will be the end result.

A.R. PORTA, #15257
Acting Sergeant

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